

*These Revised Instructions Replace  
Section 11 of the Attorney User's Guide*

**REVISED INSTRUCTIONS  
FOR SUBMITTING ORDERS**

- 1) **When you submit an order to a judge for signature:**

You must e-mail the order to the appropriate judge's chambers  
as follows:

[SectionAOrders@laeb.uscourts.gov](mailto:SectionAOrders@laeb.uscourts.gov) or

[SectionBOrders@laeb.uscourts.gov](mailto:SectionBOrders@laeb.uscourts.gov)

- 2) **When you submit an order, i.e., writ of fieri facias, orders for  
cost decided by the clerk, and orders for allocation of bond  
permiums, to the Clerk for signature:**

You must e-mail the order to [orders\\_clerk@laeb.uscourts.gov](mailto:orders_clerk@laeb.uscourts.gov)

- 3) The order must be in a word processing form, **not pdf**.
- 4) The order should include in the case caption the section to which  
the case is assigned, i.e. "Section A" or Section B".
- 5) The text of the order should include:
- a) The name of the filing party (not counsel);
  - b) The motion to which the order refers;
  - c) The hearing date, if applicable; and
  - d) The attorney's name, mailing address and telephone number  
at the lower, left of the last page of the order.

- 6) The order should ***not*** include a signature block for the judge.
- 7) The order must be an attachment to the e-mail.
- 8) You must title the subject line of the email according to the type of motion to which your order refers. **The subject line should read**

**as follows:**

- a) If the order is in connection with a motion or matter noticed for hearing, the Subject Line of the e-mail should start with the numeric date of the hearing, a space, then the six or seven digit adversary or bankruptcy case number then the chapter of the case, i.e., **02/05/01 01-12345 ch7.**
- b) If the order is in connection with an exparte motion, the Subject Line of the e-mail should start with the word Exparte, a space, then the six or seven digit adversary or bankruptcy case number then the chapter of the case, i.e., **Exparte 01-12345 ch13.**
- c) If the order is in connection with a motion for which expedited relief is sought, the Subject Line of the e-mail should start with the word Expedited, a space, then the six or seven digit adversary or bankruptcy case number then the chapter of the case, i.e., **Expedited 01-12345 ch12.**
- d) If the order is in connection with an emergency motion, the Subject Line of the e-mail should start with the word Emergency, a space, then the six or seven digit adversary or bankruptcy case number then the chapter of the case, i.e., **Emergency 01-12345 ch11.**

**Reminder:** Do not write notes or messages in the body of the e-mail.